



*Technical Exhibit C.7.10.  
Vehicle Documentation*

**FD-381 Back**

**INSTRUCTIONS**

**GENERAL**

1. This form is to be used to record all "in house" repairs and servicing performed by employees of the FBI.
2. Any repair estimates over \$500 must be approved by FBIHQ and the name of the individual authorizing the repair placed in the "Authorized By" space provided.
3. If additional space is required to record parts and/or labor costs for a vehicle, the entries should be continued on a separate form.
4. "Vehicle Identification Number", "Delivery Date", "Bucar Number", "Year", "Make and Model", "Field Office", "Complaint", "Cause", and "Correction" are required only when a warranty claim will be made.
5. Labor costs are to be reported to the nearest tenth of an hour. The hourly wage is determined by adding ten percent to the mechanic's salary and dividing by 2,080 hours per year.

$$\left[ \begin{array}{l} \$24,044.80 + \$2,404.48 \\ \text{(Annual Salary)} \quad \text{(10\%)} \end{array} \right] \div 2,080 \text{ hrs.} = \$12.72/\text{hr.} \quad \text{(Hourly Wage)}$$

6. For all warranty claims, the original should be forwarded to FBIHQ, a copy maintained as a serial in the vehicle file, and the third copy may be maintained by the AME. For non-warranty work, the original will be maintained as a serial in the vehicle file, the second copy may be maintained by the AME, and the third copy may be discarded.

Procurement Sensitive Information

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REPORT OF PERSONAL PROPERTY FOR SALE						PAGE 1		OF	
1. FROM (NAME, ADDRESS AND ZIP CODE OF OWNING AGENCY)				2. REPORT NO.		3. DATE			
				4. FSC GROUP		5. TOTAL ACQUISITION COST			
6. PUBLIC MAY INSPECT PROPERTY BY CONTACTING (NAME, ADDRESS, ZIP CODE AND TELEPHONE NO.)				7. PROPERTY LOCATED AT					
8. TO  General Services Administration				9. LOADING BY GOV'T		b. ACTIVITY WILL LOAD FOR PURCHASER <input type="checkbox"/> (1) YES <input type="checkbox"/> (2) NO b. EXTENT (IF CHECKED "YES")			
				10. PROPERTY IS EXCHANGE/SALE <input type="checkbox"/> a. YES <input type="checkbox"/> b. NO		11. PROPERTY IS REIMBURSABLE <input type="checkbox"/> a. YES <input type="checkbox"/> b. NO			
12. SEND EXECUTED SALES DOCUMENTS TO (NAME, ADDRESS AND ZIP CODE)				13. DEPOSIT PROCEEDS TO (APPROPRIATE FUND SYMBOL AND TITLE)					
				14. STATION DEPOSIT SYMBOL OR STATION ACCOUNT NUMBER					
15. UTILIZATION AND DONATION SCREENING REQUIREMENTS COMPLETED. PROPERTY IS AVAILABLE FOR SALE				BY (SIGNATURE AND TITLE)					
16. PROPERTY LIST (USE CONTINUATION SHEET, IF NECESSARY)									
ITEM NO. (a)	ITEM NO. ASSIGNED BY GSA (b)	COMMERCIAL DESCRIPTION AND CONDITION (c)			UNIT (d)	NUMBER OF UNITS (e)	ACQUISITION COST PER UNIT (f) TOTAL (g)		
17. RECEIPT OF PROPERTY AT GSA SALES SITE OR CENTER ACKNOWLEDGED					18. RECEIPT OF REPORT IS HEREBY ACKNOWLEDGED				
SIGNATURE AND TITLE			DATE		SIGNATURE AND TITLE			DATE	
FOR GSA INTERNAL USE ONLY									
19. SALE NO.		20. TYPE OF SALE		21. INSPECTION DATES		22. BID OPENING DATE AND TIME			

1-80-1000

CS-1010-00 2008-12-26 (REV. 7-78)

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SF-97 Front

The United States Government					
Certificate to Obtain Title to a Vehicle					
(Must Be Machine Prepared. See Instructions on reverse.) <input type="checkbox"/> Duplicate If Checked					
The undersigned Department or Agency of the United States Government certifies that the vehicle described herein, the property of the United States Government, has been transferred this ____ day of _____ 20____, to the Transferee designated herein; and that this is the first transfer of such vehicle in ordinary trade and commerce subsequent to acquisition thereof by the United States Government.					
Vehicle Identification No.			Certificate No.		
Year	Make of Vehicle	Series or Model	Body Style		
Fuel	No. of Cylinders	Weight (Shipping)	GVWR	Purchase Price	
Transferor (Accountable office, i.e., department or agency, subunit and address, ZIP Code)			Transferee (Name of dealer, individual, etc. and address including ZIP Code)		
Odometer Disclosure Statement			Date of Statement		
Federal Law (and State law, if applicable) requires that you state the mileage upon transfer of ownership; failure to complete or providing a false statement may result in fines and/or imprisonment.					
I, _____ state that					
Transferor's Name (Seller)					
the odometer now reads _____ miles and to the					
Odometer Reading (No Tenths)					
best of my knowledge that it reflects the actual mileage of the vehicle described above, unless one of the following statements is checked.					
<input type="checkbox"/> (1) I hereby certify that to the best of my knowledge the odometer reading reflects the amount of mileage in excess of its mechanical limits.					
<input type="checkbox"/> (2) I hereby certify that the odometer reading is not the actual mileage:					
WARNING - ODOMETER DISCREPANCY.					
Transferor's Signature (Seller)		Printed Name (Not Typed) and Title		Date	
X					
Transferee's Signature (Buyer)		Printed Name (Not Typed) and Title		Date	
X					
B932002					
ANY ALTERATION OR ERASURE VOIDS THIS CERTIFICATE					
STANDARD FORM 97 (Rev. 9-99) Prescribed by GSA FPMR (41 CFR) 101-45.303-3 Previous Edition Not Usable NSN 7540-00-604-4047 97-109					

Procurement Sensitive Information



*Technical Exhibit C.7.10.  
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**SF-97 Back**

**Instructions for Completion of the Certificate to Obtain Title to a Vehicle**

1. This certificate constitutes an official transfer of the vehicle described hereon, and formally evidences its release from the custody of the United States Government to the designated transferee.
2. The filing of this certificate shall be governed by the requirements of applicable local law.
3. This document must be machine prepared using a typewriter or computer printing devices.
4. The information required on the certificate, to include the Odometer Disclosure Statement, shall be furnished in the applicable spaces. An incomplete form, particularly an inadequate description, may delay the issuance of a State title.
5. All certificates and copies shall be numbered consecutively by the using agency, such numbers to be typed or overprinted on all copies in the certificate number space provided.
6. The completed certificate, to include the Odometer Disclosure Statement, shall be available to the transferee concurrently with the release of the vehicle.
7. Purchase price block must always be filled in.
8. This document can be used as a bill of sale when titling a vehicle with a State.

**Owning Agency Optional Sales Information**

1. Vehicle preparation expense.....	\$	
2. Sales expense..... (i.e., advertising, auction expense, etc.)	\$	
3. Type of sale.....		
4. Region/Activity.....		
5. Vehicle tag number.....		

**Optional Elements:**

- 6.
- 7.
- 8.

**ANY ALTERATION OR ERASURE VOIDS THIS CERTIFICATE**

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**Vehicle Disposal Check List**

Make & Model \_\_\_\_\_

Bureau Vehicle # \_\_\_\_\_

Mileage \_\_\_\_\_

Date \_\_\_\_\_

Initial & Date	
Remove Bureau Radio	
Remove all bureau equipment, e.g. gun rack, emergency lights, flares, etc.	
Restore full function to day-time running lights	
Ensure all Bureau property is removed, including license tag and registration	

(completed list is to be filed in vehicle file)

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**NEW VEHICLE ARRIVAL & PREP CHECK LIST**

VIN. # : \_\_\_\_\_

YEAR, MAKE, AND MODEL: \_\_\_\_\_

*Initial and Date*

1. Check new vehicle for damage/defects, floor mats, spare tire, jack, lug wrench, wheel covers, and owner's manual ***before signing for vehicle.*** \_\_\_\_\_
2. Check under hood to verify everything is OK, and check fluid levels. \_\_\_\_\_
3. Install the following items in truck area: (Flashlight, Flares, First Aid kit and Accident reports). \_\_\_\_\_
4. Set tire pressure and install wheel covers, running boards, etc. \_\_\_\_\_
5. Install tag brackets(if equipped). \_\_\_\_\_
6. Remove all plastic covering, including window stickers. \_\_\_\_\_
7. Cut extra set of keys and label both sets with Bucar number. Place in fleet key cabinet. \_\_\_\_\_
8. Document on factory vehicle window sticker the following items:  
(Bucar #, Key codes, Alarm codes, Radio codes, RPN# etc.) \_\_\_\_\_

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